

TIME	ACTIVITY	DETAILS/RESPONSIBILITIES
3:00 PM	Arrival of Event Organizer and Team	Set up decorations and coordinate with venue staff.
4:00 PM	Vendor Arrivals	Confirm food setup and beverage stations.
4:30 PM	Audio/Visual Check	Test DJ equipment and sound systems.
5:00 PM	Final Setup	Arrange tables, chairs, and decorations; ensure buffet area is ready.
6:00 PM	Guest Arrival	Welcome guests as they arrive; provide name tags if needed.
6:30 PM	Event Start	Welcome speech by the organizer; introduce the evening's activities.
7:00 PM	Dinner Service Begins	Buffet is open; guests start serving themselves.
7:30 PM	Icebreaker Games	Engage guests with games (e.g., trivia, team-building activities).
8:30 PM	Breaktime	Guests can explore the venue, relax by the pool, or freshen up.
9:30 PM	DJ Starts Playing Music	Transition to dancing and party atmosphere.
9:30 PM	BBQ Grill Station Opens	Additional BBQ items available for guests.
10:15 PM	Glamping Camp Chill Time	Relax at the glamping area with music and optional hookah, cigars, or light drinks.
10:45 PM	Poolside Nightcap	Enjoy a final round of drinks by the pool.
11:30 PM	Closing Remarks and Farewell	Thank you speech, appreciation for guests, and departure arrangements as needed.
11:45 PM	DJ Playing Mellow Tunes	Slow down music, play mellow tunes.
12:00 AM	Event End	Thank guests for attending; coordinate with staff for cleanup.
POST-EVENT TASKS		
TIME	ACTIVITY	
12:00 AM	Ensure all guests have transportation arranged if necessary. And ensuring staying guests have rooms in the glamping area.	
12:30 AM	Clean up venue; ensure all rented items are accounted for.	
1:00 AM	Final check with venue staff regarding any remaining payments.	

ITEMS	ACTUAL COST	PROFESSIONAL FEE
RENTAL	7,000	3,000
ACCOM	3,000	2,000
Buffet-Style Catering Services	10,000	3,500
Unlimited Barbecue & Setup	3,000	1,000
Beverages (Alcoholic)	3,000	1,000
Venue Decorations	1,000	1,500
Photo and Video Services	3,500	1,500
Lights and Sounds	5,000	2,000
Invitation	1,000	1,500
Events Host	4,000	1,000
Transportation	2,500	1,000
Professional Fee	18,500	
TOTAL	61,500	19,000

Crafting Moments, Creating Memories.

Turning Visions into Unforgettable Experiences.

At _____, we create seamless, unforgettable experiences by transforming visions into reality. Our passion for detail and innovation ensures every event is extraordinary and stress-free.

envisions becoming a leading name in event management, known for creativity, excellence, and flawless execution. We strive to craft experiences that leave lasting impressions and bring people together in meaningful ways.

TARGET DATE	COMPLETION DATE	TASK	DESCRIPTION	RESPONSIBILITY
September 16, 2024	September 16, 2024	Kickoff Meeting	Discuss initial ideas, budget, and guest list.	Event Organizer, Groom
September 30, 2024	September 30, 2024	Finalize Guest List	Confirm the number of attendees (target: 50).	Event Organizer
October 15, 2024	October 15, 2024	Venue Booking	Confirm and secure booking with Chelina Beach Resort.	Event Organizer
October 31, 2024		Catering Selection	Decide on catering menu options and beverages.	Event Organizer, Catering
November 15, 2024		Entertainment Arrangements	Hire DJ and confirm entertainment options.	Event Organizer
November 30, 2024		Decorations Planning	Plan and source decorations based on the theme.	Event Organizer
December 15, 2024		Glamping Arrangements	Confirm glamping tent rentals and setup requirements.	Event Organizer
December 31, 2024		Budget Review	Review and adjust the budget as necessary; ensure all expenses are tracked.	Event Organizer
January 15, 2025		Finalize RSVP	Send out reminders to guests for final headcount.	Event Organizer
January 31, 2025		Finalize Schedule	Create a detailed schedule for the event, including activities and timings.	Event Organizer
February 15, 2025		Confirm Services	Confirm all services with vendors (catering, DJ, etc.).	Event Organizer
February 28, 2025		Set Up Event Logistics	Organize transport, setup, and staff arrangements.	Event Organizer
March 1-10, 2025		Final Preparations	Confirm final details, pack decorations, and confirm rentals.	Event Organizer
March 11-14, 2025		Event Setup	Set up the venue, decorations, and glamping area.	Event Organizer, Support Staff
March 15, 2025		Stag Party Event	Host the stag party from 6 PM to Midnight.	All Team Members
March 16, 2025		Post-Event Review	Gather feedback from attendees and review the event success.	Event Organizer, Groom

6 MONTHS BEFORE

- Finalize the Event Objective
- Set the Budget
- Confirm the Venue Booking
- Draft a Guest List
- Contact

5 MONTHS BEFORE

- Book Catering & Entertainment
- Decide on a Theme or Style
- Arrange Accommodations for Guests (if needed)
- Create a Pre

4 MONTHS BEFORE

- Send Save-the-Date Notices
- Finalize Vendor Contracts
- Begin Invitation Design
- Organize Transportation
- P

- Send Invitations
- Confirm Menu Details
- Review Vendor Arrangements
- Order Decorations
- Create a Contingency Plan
- Send Invitations
- Confirm Menu Details
- Review Vendor Arrangements
- Order

2 MONTHS BEFORE

- Track RSVPs
- Review Event Schedule
- Confirm Logistics with Vendors
- Finalize Decorations
- Assign Roles

1 MONTH BEFORE

- Conduct a Venue Walkthrough
- Prepare Welcome Materials for Guests
- Finalize Event Setup Plan
- Create a Day-

2 WEEKS BEFORE

- Confirm Final Headcount
- Reconfirm with Vendors
- Prepare Event Sup

1 WEEK BEFORE

- Set Up Decorations (if possible)
- Final Staff Briefing
- Review the Final Checklist

DAY OF EVENT

- Early Arrival
- Conduct a Final Walkthrough
- Welcome Guest

POST-EVENT

- Send Thank-You Notes
- Hold a Debriefing Meeting
- Settle